



**STANDARDS OF APPRENTICESHIP**  
adopted by

**OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

(sponsor)		<u>DOT</u>	<u>Term</u>
<u>Skilled Occupational Objective(s):</u>			
PILEDRIVER, BRIDGE, DOCK AND WHARF BUILDER		859.682-018	8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

OCTOBER 19, 2001  
Initial Approval

JANUARY 17, 2003  
Committee Amended

JANUARY 17, 2003  
Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**These Standards have been developed to assure a piledrivers apprenticeship program and are designed to include all manipulative work processes and related instruction needed or essential to the training of apprentices for all work normally performed by piledrivers. These Standards are considered as the basic requirement for journeymanship and shall become the minimum requirements of any organization of employers and journey person in connection with the training of piledriver apprentices. It is of paramount importance that all aspects of the trade, including safety practices and accident prevention, become a part of all training for those now in the trade and those who are entering.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**This area shall cover all highway, heavy, utility, and building construction in the following counties or parts of counties: Klickitat, Skamania, Clark, Cowlitz, Wahkiakum, Lewis, and that portion of Pacific County south of a straight line made by extending the north boundary line of Wahkiakum County west to Willapa Bay to the Pacific Ocean. This will include the entire peninsula west of Willapa Bay.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           a.       **Applicant must be Seventeen (17) years of age and have a high school diploma, GED or equivalent or**  
                  b.       **Eighteen (18) years of age or older**  
                  c.       **Provide documentation of above**

Education:   **None**

Physical:     **Applicants must be able to meet the requirements of the trade.**

Testing:      **N/A**

Other:        **Note 1:       The Committee will require applicants to attend a class designed to familiarize the applicant with the trade prior to being interviewed and placed in the ranked pool of eligibles.**  
                  **Note 2:       Where possible the Committee will also provide an orientation/pre-hire class prior to the applicant being placed in employment.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion,

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

### **A. Selection Procedures:**

**Exempt per WAC 295-05-405(1)(a)**

### **B. Equal Employment Opportunity Plan:**

**Exempt per WAC 295-05-405(1)(a)**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship for the Piledriver apprentice shall be approximately 8000 hours of reasonably continuous on-the-job training and employment.**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The probationary period shall be the first 1,600 OJT hours after the current registration to these standards. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Registration agency.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**A contractor shall employ at least one (1) apprentice on any job site on which five (5) or more journey-level workers are employed and at least the equivalent of one (1) apprentice for every five (5) journey-level workers in his/her total workforce.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0750 hours</b>	<b>60%</b>
<b>2</b>	<b>0751 - 1500 hours</b>	<b>73%</b>
<b>3</b>	<b>1501 - 2250 hours</b>	<b>75%</b>

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

<b>4</b>	<b>2251 - 3000 hours</b>	<b>80%</b>
<b>5</b>	<b>3001 - 3750 hours</b>	<b>83%</b>
<b>6</b>	<b>3751 - 4500 hours</b>	<b>85%</b>
<b>7</b>	<b>4501 - 5250 hours</b>	<b>90%</b>
<b>8</b>	<b>5251 - 7000 hours</b>	<b>95%</b>
<b>Journey-level worker</b>	<b>7001 - 8000 hours</b>	<b>100%</b>

**A minimum of 750 hours of OJT and 80 hours of RSI is needed for each re-rate. The average wage in this occupation will be updated by this committee at least annually and will be recorded in the minutes of the committee.**

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**During the apprenticeship, the apprentice shall receive such instruction and experience in all phases of the piledriver trade that is necessary to develop a practical and skilled mechanic versed in the theory and practice of the piledriver trade. The major work processes in which the apprentice will be trained are as follows, but are not necessarily in the sequence:**

<b><u>A</u></b>	<b><u>Piledriver, Bridge, Dock and Wharf Builder</u></b>	<b><u>Approximate Hours</u></b>
1.	Tools and materials, transit and level, maintenance and care of outboard motors, pumps, and light plants .....	460
2.	Framework for foundations and footings, concrete form construction, bridge construction, basic timber work.....	3800
3.	Oxygen-acetylene cutting and welding, arc welding.....	1400
4.	Pile driving equipment, cofferdams, sheet piling, driving of piles, drilling of piles .....	1790
5.	Rigging, signaling.....	500
6.	Diving and tending (optional) .....	50
<b>TOTAL HOURS:</b>		<b>8000</b>

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ ( ) A combination of home study and approved correspondence courses
- ☐ ( ) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ ( ) Other (specify):

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**A. Related training may cover the following subject:**



## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

- 1. Introduction to apprenticeship**
- 2. Continuing safety training**
- 3. Introduction to pile driver training**
- 4. Introduction to tools and equipment for pile driving**
- 5. Arithmetic for pile driving**
- 6. Blueprint reading, sketching, and terminology for piledrivers**
- 7. Safety and accident prevention**
- 8. Burning and Electric Welding I**
- 9. Materials, storage and handling**
- 10. Concrete and commercial forms**
- 11. Rigging, signaling and scaffolding**
- 12. Wood framing and structural timber**
- 13. Burning and Welding II**
- 14. Job preparation, layout and organization**
- 15. Pile driver surveying, pile location and alignment**
- 16. Land equipment, procedure and driving**
- 17. Water equipment, procedure and driving**
- 18. Foundations and soils - caissons, cofferdams and underpinning**
- 19. Docks, piers, wharves, trestles and bridges**
- 20. Bulkheads, retaining walls, and abutments**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

### **A. General Procedures**

**This Apprenticeship Program Sponsor also has Standards of Apprenticeship registered with the State of Oregon. Under the terms of Tri-State Reciprocity Agreement, apprentices will be registered with the State of Oregon and recognized by the State of Washington. The Apprenticeship Committee will maintain standards by keeping them current in both states.**

**Applicants may be required to complete an orientation or prehire class prior to being placed in employment.**

#### **1. JATC Meeting schedule:**

**Monthly. The actual date of the next regular meeting will be designated and announced at each Committee Meeting. Apprentice re-rates will be considered during scheduled Committee meetings. Requests to be placed on the agenda must be received at the Willamette Carpenter Training Center (W.C.T.C.) no later than ten (10) days before the meeting**

#### **2. Apprentice Responsibilities:**

**As you are aware, this Committee is responsible under State Law for your Apprenticeship Program. A part of that responsibility is shared by you, the Apprentice, to cooperate with the Committee during the development of your career. As a part of this responsibility, you are hereby advised of the expectations and procedures concerning monthly progress reports, evaluation reports, and citations.**

**All Apprentices will begin their related training classes per schedule by Willamette Carpenter Training Center, Inc. Apprentices must work for approved training agents. Working for an Employer not approved by this Committee may result in cancellation of the Apprentice's Agreement.**

#### **Work Progress Reports (W.P.R.):**

- a. You are to complete this form once each month, whether or not you are working. You are submit the W.P.R.'s no later than the 5th day of the following month and mail this form to:**

**Willamette Carpenter Training Center  
6915 NE 42nd Avenue  
Portland, OR 97218**

- b. YOU are keep US informed of YOUR ADDRESS by using this form. (If you have a change of address, identify the change as NEW ADDRESS)**

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

- c. Failure to do these things will cause you to appear before the Committee to explain.
- d. Any Apprentice missing one (1) or more W.P.R.'s at re-rate time shall be sent a Proposed Cancellation notice.

### **3. Evaluation Reports:**

- a. Every six (6) months, your Employer is to evaluate you on your past performance and make the evaluation known on the appropriate work progress report forms (W.P.R.). W.P.R.'s for the full six (6) month period under review - filed timely, on a month by month basis - are required for re-rate action.
- b. Your Employer's failure to make this evaluation will cause you to lose a possible advancement in the program and may require you and your Employer to attend the next Committee meeting to explain.

### **4. Citations:**

A citation is a requirement from the Committee for you to appear at its next meeting. A Citation/Proposed Cancellation notice requires you to appear IN PERSON and show cause why you should not be canceled from the Apprenticeship Program.

If you cannot appear, through no fault of your own, a letter of explanation is required BEFORE the meeting date. It should be sent to the Willamette Carpenter Training Center, 6915 NE 42nd Avenue, Portland, OR 97218.

After probation, an apprentice in violation of his or her agreement will be placed on Notice. A given amount of time will be stated by the committee (i.e. 30, 45, 60 days, etc.).

**AN APPRENTICE CANCELED FOR CAUSE WILL NOT BE PERMITTED TO REGISTER IN THIS PROGRAM FOR A MINIMUM OF ONE (1) YEAR FROM THE EFFECTIVE DATE OF CANCELLATIONS.**

Your Apprenticeship career with this Committee is very important. The Committee wants to impress you with this importance, and with its concern for your successful, uninterrupted completion of your Apprenticeship program.

### **5. Lay off:**

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

All apprentices working for contractors who are signatory to the Master Labor Agreement, out of work or laid off, will place their name on the out of work list as listed in the current master labor agreement (This is a Committee requirement). This list is at Local 2416, 2225 North Lombard, Portland, Oregon 97217, (503) 285-6652.

All apprentices working for Non-Signatory Employers when out of work or laid off will place their name on the out of work list located at Local 2416, 2225 North Lombard, Portland, Oregon 97217, (503) 285-6652. (This is a Committee requirement)

### **6. Related Training (R.T.):**

Related training as scheduled by the Committee requires approximately 160 hours per year. Classes are held at Willamette Carpenter Training Center for Fall, Winter, Spring, and Summer terms.

**Tuition:** Free to apprentices working for contractors who are signatory to the Master Labor Agreement.

**Tuition:** Apprentices working for Non-Signatory Employers must pay a nominal fee.

**Attendance:** Each apprentice will attend related training classes when scheduled. An apprentice who has completed the R.T. requirements of a minimum of 144 hours for each year, but not the O.J.T., are not required to attend Related Training classes.

### **7. Advancement/Re-Rate Policy:**

Advancement/re-rate is considered two (2) times a year. This also applies to consideration of recovery of re-rates lost because of a previous "Hold". The Committee is under no obligation to restore a lost re-rate. An apprentice who has been HELD must (time permitting) establish a long-term track record of corrective action before requesting recover of the lost re-rate.

A minimum of 750 hours of O.J.T. are needed for each re-rate as well as approximately 80 hours of classroom training, as scheduled by the Committee.

### **8. Credit for Prior Experience:**

Credit for prior experience will be applied upon completion of the probationary period of 1, 000 hours, or as deemed by the Committee.

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

Credit will be allowed as follows:

- a. Request for credit must be made on the Employer's letterhead stationery. Request must be made at completion of probationary period.
- b. The apprentice must be present for the Committee's consideration of the request.
- c. Accelerated advancement (advance more than one period) will be evaluated upon Employer's recommendation at a committee meeting. This requires a letter on the Employer's letterhead. Only one accelerated advancement will be given.

Apprentice may be present for the Committee's consideration of the request for accelerated advancement. The apprentice may present his or her case to the J.A.T.C. for accelerated advancements.

### **9. Complaint Resolution Procedure:**

A training agent/training agent applicant or apprentice/apprentice applicant who has complaint with the Apprenticeship Program must proceed as follows:

- a. Reduce the complaint to writing and submit same this Committee, through the W.C.T.C. no less than ten (10) days before the next Committee meeting date for placement on the agenda;
- b. Attend the meeting and attempt a resolution of the dispute;
- c. The resolution will be communicated to the grievant in person and so noted in the Committee minutes as applicable.

### **10. Harassment:**

No apprentice will be allowed apprenticeship class credit or retention for participating in a political campaign or any campaign activity such as posting flyers, placing yard signs, working on phone banks, mailing, or collecting funds, etc.

On behalf of the Committee, training agents or sponsors shall provide a workplace or training site free from harassment of any kind, including but not limited to sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability, or association with anyone of a particular sex, race, color, age, national origin, political affiliation, marital status, or religion and uniformly apply rules

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

**and regulations concerning harassment to all employees. Unwelcome verbal and physical advances, requests for favors, and other verbal and physical conduct constitutes harassment when:**

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;**
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or**
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.**

### **B. Local Apprenticeship Committee Policies**

**NONE**

### **C. Complaint and Appeal Procedures:**

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
- Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

### **B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator



## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Committee shall consist of no less than four principal members and shall consist of equal numbers of representative of Employers and Employees. There**

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

may be one, but no more than one, alternate Committee Member for each principal Committee Member.

The Chair and Secretary are elected by the JATC. These positions are filled by opposite representation (Employer/Employee). When a vacancy occurs, the respective Employer or Employee members shall elect from their representation a replacement to serve the unfilled term of an office.

**Removal of Committee Members:** Committee members will be removed only for inactivity, or failure to abide by the Policies and Procedures of this Committee, or by their own request. A member who fails to attend three (3) consecutive Committee meetings will be deemed inactive.

**Quorum:** A quorum for the transaction of business shall consist of at least two Employer and two Employee representatives.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Robert Burgess, Chairman**  
**PO Box 189**  
**Tualatin, OR 97062**

**Harry Eilers**  
**PO Box 767**  
**Beaverton, OR 97075**

**Lonnie Kronsteiner**  
**PO Box 1650**  
**Coos Bay, OR 97420**

**Clancy Kelly, Jr.**  
**200 Grand Blvd.**  
**Vancouver, WA 98661**

**Kevin Knittel, Alternate**  
**520 SW Yamhill**  
**Portland, OR 97204**

**Dan Pelissier, Alternate**  
**425 NW 10th Avenue #200**  
**Portland, OR 97209**

The employee representatives shall be:

**Bruce Ashback, Secretary**  
**12790 SE Stark Street 102**  
**Portland, OR 97233**

**David Lantto**  
**3427 Ash Street**  
**North Bend, OR 97459**

**Ron Seawell**  
**1125 SE Madison Street 207**  
**Portland, OR 97214**

**Peter Hackett**  
**340 SW 2nd**  
**Corvallis, OR 97333**

**Douglas Doane, Alternate**  
**2781 Maryland**  
**Longview, WA 98632-3558**

**Ken Stroup, Alternate**  
**12790 SE Stark Street 102**  
**Portland, OR 97233**

## **OREGON & SOUTHWEST WASHINGTON CARPENTERS JATC PILEDRIVERS**

**Paul Holvey, Alternate  
PO Box 24809  
Eugene, OR 97402**

**Carol Lane, Alternate  
815 JQ Adams  
Oregon City, OR 97045**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Ron Hansen, Training Coordinator  
Willamette Carpenter Training Center  
6915 NE 42nd Avenue  
Portland, OR 97218**